



Qualifying Criteria for Resident Selection

1. **Minimum rent –to household income ratio** (3 times the monthly rent)
2. **Minimum period of employment with current employer** (12 months during the preceding two years.) Exceptions are a prospect whose primary employment is seasonal, such as construction, or a young adult who is new to the workforce.
3. **Satisfactory references from one or more prior landlords stating rent was paid on time.**
4. **Appropriate ratio of occupants to unit size** (2 people per bedroom)
5. **Minimum age requirements** (18 years of age)
6. **Must Pass criminal background check** (No felonies, evictions or vacates)
7. **Recommended credit score of 560** (Transunion)
8. **Two forms of Identification** (Driver's License or Government ID and Social Security Card)
9. **\$30 Non-refundable Application Fee per Adult** (18 years of age or older)

We appreciate your interest in Phoenix Management Group, LLC. Upon receipt of your Rental Application and review of your qualifications, we will contact you to inform you of our decision. We reserve the right to establish specific qualifications.

Applicants not meeting these requirements may be denied tenancy. Qualifications are based on employment, rental and credit history and not based on race, ethnicity, age, religion or sexual orientation. The information provided will be used solely for qualifying for residency with Phoenix Management Group, LLC and will not be shared with any other person, agency or company for any reason.



PHOENIX

Management Group, LLC
A Real Estate Company

3021 Hwy 45 ByPass | Suite 110 | Jackson, Tennessee 38305

Office: 731.664.2105 | Fax: 731.984.7639

www.phxtn.com

RENTAL APPLICATION

I, _____, hereby apply for a rental tenancy with Phoenix Management Group, LLC for the property at _____ with an expected move-in date of _____. A separate Rental Application will be completed and a \$30 application fee will be paid for each adult (18-years or older) that will occupy the premises with me. All requested information will be completed fully. _____(initialed).

How did you hear about us? ☐ Signs ☐ Radio ☐ Rental Guide ☐ Craigslist ☐ Zillow
☐ Crib Searcher ☐ Phoenix Website ☐ Resident:

Resident's name

Relationship

☐ Other:

PERSONAL INFORMATION

Applicant's name

Date of birth

mm

dd

yyyy

Address

SS#

city

state

zip

Home phone

()

Email address

Alt phone

()

Driver's license #

State issued

Please List Names and Birthdays of ALL Prospective tenants (Adults and Children)

Name _____

DOB _____

Name _____

DOB _____

Name _____

DOB _____

Name _____

DOB _____

Name _____

DOB _____

Name _____

DOB _____

Name _____

DOB _____



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RENTAL HISTORY

Current landlord	Landlord phone	()
How long?	Rent	\$ per month
Reason for moving		
Previous address	Landlord name	
city state zip	Landlord phone	()
Reason for moving		

EMPLOYMENT HISTORY & OTHER INCOME

Current employer	Employer Phone	()
Employer address	Starting date	
city state zip	Annual salary	\$ per year
Position held	Supervisor's name	
Previous employer	Employer phone	()
Employer address	Starting date	
city state zip	Annual salary	\$ per year
Position held	Supervisor's name	
Other Source of Income:		
Source	Annual amount	\$ per year
Source	Annual amount	\$ per year



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CREDIT & FINANCIAL INFORMATION

Bank			
Account number		Account type	
Bank			
Account number		Account type	
Credit references	(auto loans, credit cards, personal loans, etc)		
Creditor and type		Acct #	
Creditor and type		Acct #	

OTHER INFORMATION

Automobile #1	make	model	Year	
License plate			Color	
Automobile #2	make	model	Year	
License plate			Color	
Emergency contact	name		Phone	()
Address			Alt phone	
	city	state	zip	Relationship

Please list any criminal (misdemeanor or felonious) convictions within the past ten (10) years. If none, write "none."



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Authorization of Release of Information

Privacy Act Notice: This information is to be used by the agency collecting it or it's assignees in determining whether you qualify as a prospective Renter under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not, your application for approval as a prospective mortgagor or borrower may be delayed or rejected. The information requested in this form is authorized by Title 38, USC, Chapter 37 (if VA); by 12 USC, Section 1701 et. Seq. (if HUD/CPD); and Title 42 USC, 1471 et. Seq., or 7 USC, 1921 et.

I hereby authorize the Lender/Broker to verify my past and present employment earnings records, bank accounts, stock holdings, and any other asset balances that are needed to process my application. I further authorize the Lender/Broker to order a consumer credit report and verify other credit information, including past and present mortgage and landlord references. It is understood that a copy of this form will also serve as authorization.

The information the Lender/Broker obtains is only to be used in the processing of my application for a rental property.

Applicant's Signature: _____ **Date:** _____



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PET INFORMATION

NOTE: This specialized application must be completed in full, in order for lessor to qualify any domesticated pet(s) that applicant(s) may wish to keep at the referenced property. **ANY AND ALL DESIRED PETS** must be documented on this application, including cats, dogs, birds, fish, gerbils, and/or reptiles. Due to increased liability issues, lessor may refuse permission to keep certain pure or mixed-breed dog(s) at the rental property. Such dog breeds include but are not limited to, the following: Boxer, Bullmastiff, Doberman Pinscher, Mastiff, Pitbull and Rottweiler. **There is a \$150.00 non-refundable pet deposit per pet with a maximum of two pets.**

PET #1

Name: _____ Pet Gender ☐ Male ☐ Female

Type of Animal: _____ Canine Breed: _____

How long have you owned pet? _____ Age _____ Weight: _____

Is pet full grown? _____ Anticipated Mature Weight: _____ Shots/Vaccines Current? _____

Is pet Spayed/Neutered? _____

Any Behavioral "Incidents?" (Please explain in detail) _____

PET #2

Name: _____ Pet Gender ☐ Male ☐ Female

Type of Animal: _____ Canine Breed: _____

How long have you owned pet? _____ Age _____ Weight: _____

Is pet full grown? _____ Anticipated Mature Weight: _____ Shots/Vaccines Current? _____

Is pet Spayed/Neutered? _____

Any Behavioral "Incidents?" (Please explain in detail) _____

Applicant understands and agrees to the following: 1) All information above is true, correct and comprehensive, 2) Phoenix Management Group, LLC is authorized to verify all information contained herein, 3) all intended pets are included on application, 4) Lessor may terminate any agreement entered into based upon reliance of any misstatements made herein.

Applicant's Signature: _____ **Date:** _____



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**PLEASE FILL OUT THIS PAGE COMPLETELY
OR APPLICATION WILL NOT BE PROCESSED**

Applicant

Rental History Verification

Names on Prior Lease: _____

Address of Prior Rental Unit: _____

Previous Landlord Information:

Landlord Name & Phone Number: _____

Dates Rented: _____

Employment Verification

Company Name: _____ Supervisor Name: _____

Address & Phone Numbers: _____

Salary: _____ Dates of Employment: _____

Position Title: _____

Comments: _____

Signed:

Date: _____

For Office Use Only

Questions?

When did this tenant rent from you? (move-in & move out dates) _____

What was the monthly rent? _____ Did the tenant pay on time? _____

Was the tenant considerate of neighbors-that is, no loud parties and fair, careful use of common areas? _____

Did the tenant have any pets? _____ If so, any problems? _____

Did the tenant make any unreasonable demands or complaints? _____

Why did the tenant leave? _____

Did tenant give proper amount of notice before leaving? _____

Did tenant leave the place in good conditions? Did you use the security deposit to cover damages? _____

Any Particular problems you'd like to mention? _____

Would you rent to this person again? _____

Other comments: _____



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-----FOR OFFICE USE ONLY-----

Application printed

Application received

Printed by

Received by

Screening date

☐ **Approved**

☐ **Denied**

☐ **Denied with Counteroffer**

1st

☐ Called and contacted

☐ Called and contacted

☐ Called and contacted

Contact

☐ Called and left vm

☐ Called and left vm

☐ Called and left vm

Attempt

☐ Called and left msg w/ _____

☐ Called and left msg w/ _____

☐ Called and left msg w/ _____

☐ Other:

☐ Letter mailed: Reasons

☐ Letter mailed: Counteroffer

☐ Letter mailed: No reasons

☐ Other:

☐ Other:

2nd

☐ Called and contacted

Contact

☐ Called and left vm

Attempt

☐ Called and left msg w/ _____

☐ Other:

Final Status

☐ Converted to customer

☐ Lost - rejected

reason

☐ Lost

explanation

NOTES: